



OPEN EXAMINATION
GENERAL AUDITOR II
STATEWIDE
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

POSITIONS EXIST	Sacramento and Los Angeles
WHO SHOULD APPLY	Persons who meet the minimum qualifications as stated. This is an open examination. Applications will NOT be accepted on a promotional basis. Career credits will not be granted.
HOW TO APPLY	Applications (STD 678) are available and may be filed in person with the California Department of Social Services, Personnel Bureau, Examination Unit, 744 P Street, Sacramento, CA 95814, or mailed to California Department of Social Services, Personnel Bureau, Examination Unit, P.O. Box 944243, Sacramento, CA 94244-2430. Please indicate the examination title on your application. Applications received without an exam title will not be accepted and will be returned. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.
APPLICATION DEADLINE	FINAL FILING DATE: SEPTEMBER 2, 2009 Applications (STD Form 678) must be P O S T M A R K E D by the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date <u>will not</u> be accepted for any reason.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
REQUIRED IDENTIFICATION	NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.
SALARY RANGE	\$3841 - \$4903 per month
QUALIFICATIONS APPRAISAL INTERVIEW	It is anticipated that interviews will be held during October/November 2009 . Ordinarily, these are scheduled in Sacramento and Los Angeles. However, locations of interviews may be changed as conditions warrant.
CROSS-FILE	You may submit one application if you meet the entrance requirements for this class and for General Auditor III, which have the same final file date.
ELIGIBLE LIST INFORMATION	A Departmental "Open" list will be established for the Department listed above. The eligible list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

S E E N E X T P A G E F O R A D D I T I O N A L I N F O R M A T I O N

POSITION DESCRIPTION	The General Auditor II, under direction, to conduct the more difficult office or field audits of the accounts and records of individuals and business firms subject to State regulation or taxation; and to do other related work.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. It is your responsibility to make sure you meet the minimum qualifications. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.
MINIMUM QUALIFICATIONS	<p>Qualifying experience may be combined on a proportionate basis. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p style="text-align: center;"><u>Either I</u></p> <p>1. One year of experience in the California state service performing professional accounting or auditing duties of a class equivalent in level to that of Accountant Trainee or Auditor I. (Applicants meeting the educational requirements who have completed six months of service performing professional accounting or auditing duties of a class equivalent in level to that of Accountant Trainee or Auditor I will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be considered eligible for appointment.) <u>or</u></p> <p>2. One year of experience in the California state service performing the duties of an Accountant I. <u>or</u></p> <p>3. Two years of increasingly responsible professional accounting or auditing experience.</p> <p style="text-align: center;"><u>and</u></p> <p><u>Education:</u> Either</p> <p>1. Equivalent to graduation from college, with specialization in accounting <u>or</u></p> <p>2. Completion of either:</p> <p class="margin-left: 40px;">(a) A prescribed professional accounting curriculum given by a residence or correspondence school of accountancy including courses in elementary and advanced accounting, auditing, cost accounting and business law;</p> <p style="text-align: center;"><u>or</u></p> <p class="margin-left: 40px;">(b) The equivalent of sixteen semester hours of professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.</p> <p>NOTE: Application must contain the following information on all accounting, auditing, business law, and related courses completed: The course title, number of semester or quarter units, name of institution and completion date.</p>
SPECIAL PERSONAL REQUIREMENTS	Ability to qualify for a fidelity bond; willingness to travel and work away from the headquarters office.
EXAMINATION INFORMATION	The examination will consist of a Qualifications Appraisal Interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

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**EXAMINATION
INFORMATION
(continued)****QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%****SCOPE:****A. Knowledge of:**

1. Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
2. Accounting and auditing principles and their procedures and applications.
3. Basic mathematics such as algebra and statistics and their applications.

B. Skills in:

1. Using mathematics to solve problems.
2. Communicating to convey information effectively.
3. Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
4. Understanding written sentences and paragraphs in work related documents.
5. Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
6. Using logic to identify the strengths and weaknesses of alternative solutions.
7. Identifying complex problems and reviewing related information to develop options and implement solutions.
8. Understanding the implications of new information for both current and future problem-solving and decision-making.

C. Ability to:

1. Add, subtract, multiply, or divide quickly and correctly.
2. Analyze data and draw sound conclusions.
3. Establish and maintain cooperative relations with those contacted in the work.
4. Listen and understand information presented.
5. Prepare clear, complete, and concise reports.
6. Apply accounting and auditing principles and procedures in the work performed.
7. Read and understand information presented in writing.
8. Communicate effectively.
9. Analyze situations accurately and take effective action.
10. Arrange things or actions in a certain order according to set of rules.
11. Choose the right mathematical methods or formulas to solve a problem.
12. Apply general rules to specific problems to produce answers that make sense.

**VETERANS
PREFERENCE**

Veterans preference credit will not be granted in this examination since it does not qualify under the law as an entrance examination.

GENERAL INFORMATION

Americans with Disabilities Act, Title II: The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request.

It is the candidate's responsibility to contact the California Department of Social Services three days prior to the written test date if he/she has not received his/her notice.

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GENERAL INFORMATION CONTINUED

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Social Services, Personnel Bureau, at (916) 657-1762 or CALNET 437-1762 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The California Department of Social Services and the State Personnel Board reserve the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, Oakland, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Criminal Record Clearance Information: Some positions, within various divisions of the California Department of Social Services, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law allows granting of veterans preference points in open entrance examinations and open nonpromotional examinations. Credit in open entrance examinations is granted as follows: ten (10) points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and fifteen (15) points for disabled veterans. Credit in open nonpromotional examinations is granted as follows: five (5) points for veterans; and ten (10) points for disabled veterans. Directions for applying for veterans preference points are on the Veterans Preference Application form (1090) which is available from State Personnel Board Office, written test proctors, and the Department of Veterans Affairs, P.O. Box 94289, Sacramento, CA 94295-0001.

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

P. O. BOX 944243
SACRAMENTO, CA 94244-2430

If deaf or hearing impaired, call the California Relay Service - From TDD phones: 1-800-735-2929
From voice phones: 1-800-735-2922

TTY telephone number: Sacramento (916) 653-5457 CALNET 453-5457

TTY is Telecommunications Typewriter and is reachable only from phones equipped with a TTY/TDD Device.